



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1582	RFP, BID, QUOTE OR RENEWAL #: 20-136-HR	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$52,830.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 04/25/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$211,320.00
	CURRENT TERM TOTAL COST: \$44,777.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Casco International d/b/a C.A. Short Compant	VENDOR #: 27908	DEPT: Human Resources	DEPT CONTACT NAME: MarGaret Mason-Ewing
VENDOR CONTACT: Jimmy Spencer	VENDOR CONTACT PHONE: 800-353-5690 ext 2321	DEPT CONTACT PHONE #: 630-407-6300	DEPT CONTACT EMAIL: MarGaret.Mason-Ewing@dupageco.org
VENDOR CONTACT EMAIL: jspencer@cashort.com	VENDOR WEBSITE: www.cashort.com	DEPT REQ #: N/A	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Contract renewal for employee service awards. A Request for Proposal (RFP) was initiated to secure a vendor who can provide service awards to employees with focus on the following: Approach and Service Methods, Quality and Variety, and Proposal Cost. Employees will be recognized and rewarded with service awards for anniversary date milestones 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service to the County. The total cost of a 1-year contract is estimated to be \$44,777.00. Second optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished County Policy 6.9, Service Awards, allows employees to receive a certificate and select a gift for their milestone anniversaries with the County.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION Select an item from the following dropdown menu to justify why this is a sole source procurement.	
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Casco International d/b/a C.A. Short Company	Vendor#: 27908	Dept: Human Resources	Division: N/A
Attn: Jmmy Spencer	Email: jspencer@cashort.com	Attn: Human Resources	Email: dpchumanresources@dupageco.org
Address: 4205 E Dixon Blvd	City: Shelby	Address: 421 N County Farm Rd	City: Wheaton
State: NC	Zip: 28152	State: IL	Zip: 60187
Phone: 800-535-5690 ext. 2321	Fax: 704-482-9953	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: C.A. Short Company	Vendor#: 27908	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: Human Resources	Email: dpchumanresources@dupageco.org
Address: P.O. Box 890151	City: Charlotte	Address: 421 N County Farm Rd	City: Wheaton
State: NC	Zip: 28289-0151	State: IL	Zip: 60187
Phone: 704-482-9591	Fax: 704-482-9953	Phone: 630-407-6300	Fax: 630-407-6301
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2023	Contract End Date (PO25): May 31, 2024
Contract Administrator (PO25): MarGaret Mason-Ewing			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA	N/A	Service Awards - Animal Svcs		1100	1300	53830		201.00	201.00
2	1	EA	N/A	Service Awards - Bldg/Zoning		1100	2810	53830		469.00	469.00
3	1	EA	N/A	Service Awards - Care Center Administration		1200	2000	53830		334.00	334.00
4	1	EA	N/A	Service Awards - Care Ceter Dining Svcs		1200	2025	53830		890.00	890.00
5	1	EA	N/A	Service Awards - Care Center Houskeeping		1200	2035	53830		628.00	628.00
6	1	EA	N/A	Service Awards - Care Center Laundry		1200	2030	53830		321.00	321.00
7	1	EA	N/A	Service Awards - Care Center Nursing Svcs		1200	2050	53830		3,028.00	3,028.00
8	1	EA	N/A	Service Awards - Care Center Pharmacy		1200	2085	53830		95.00	95.00
9	1	EA	N/A	Service Awards - Care Center Recreation Therapy		1200	2065	53830		159.00	159.00
10	1	EA	N/A	Service Awards - Care Center Rehab & Therapy Svcs		1200	2060	53830		187.00	187.00
11	1	EA	N/A	Service Awards - Care Center Resident & Volunteer Svcs		1200	2080	53830		67.00	67.00
12	1	EA	N/A	Service Awards - Care Center Social Svcs		1200	2070	53830		162.00	162.00
13	1	EA	N/A	Service Awards - Circuit Clerk		1000	6700	53830		3,215.00	3,215.00
14	1	EA	N/A	Service Awards - Circuit Court		1000	5900	53830		723.00	723.00
15	1	EA	N/A	Service Awards - Circuit Court Mediation		1100	1215	53830		67.00	67.00
16	1	EA	N/A	Service Awards - Community Svcs		1000	1750	53830		2,264.00	2,264.00
17	1	EA	N/A	Service Awards - Coroner		1000	4100	53830		497.00	497.00
18	1	EA	N/A	Service Awards - County Board		1000	1001	53830		67.00	67.00
19	1	EA	N/A	Service Awards - County Clerk		1000	4200	53830		226.00	226.00
20	1	EA	N/A	Service Awards - County Clerk Election Commission		1000	4220	53830		215.00	215.00
21	1	EA	N/A	Service Awards - DOT Fleet Svcs		1500	3500	53830		321.00	321.00
22	1	EA	N/A	Service Awards - DOT Maintenance		1500	3510	53830		1,792.00	1,792.00
23	1	EA	N/A	Service Awards - DOT Vehicle Maintenance		1500	3520	53830		254.00	254.00
24	1	EA	N/A	Service Awards - ETSB		4000	5820	53830		162.00	162.00
25	1	EA	N/A	Service Awards - Facilities Management		1000	1100	53830		1,075.00	1,075.00
26	1	EA	N/A	Service Awards - Finance		1000	1150	53830		484.00	484.00
27	1	EA	N/A	Service Awards - HR		1000	1120	53830		659.00	659.00
28	1	EA	N/A	Service Awards - IT		1000	1110	53830		751.00	751.00
29	1	EA	N/A	Service Awards - OHSEM		1000	1900	53830		162.00	162.00
30	1	EA	N/A	Service Awards - OHSEM Security		1000	1130	53830		67.00	67.00
31	1	EA	N/A	Service Awards - Probation		1000	6100	53830		4,643.00	4,643.00
32	1	EA	N/A	Service Awards - Probation Juvenile Detention		1400	6130	53830		120.00	120.00
33	1	EA	N/A	Service Awards - PW Central Admin		2000	2665	53830		1,178.00	1,178.00
34	1	EA	N/A	Service Awards - PW Sewer Operations		2000	2555	53830		579.00	579.00
35	1	EA	N/A	Service Awards - Recorder		1000	4300	53830		95.00	95.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
36	1	EA	N/A	Service Awards - Recorder Doc Storage		1100	4310	53830		279.00	279.00
37	1	EA	N/A	Service Awards - Regional Office of Education		1000	5700	53830		254.00	254.00
38	1	EA	N/A	Service Awards - Sheriff Admin		1000	4400	53830		851.00	851.00
39	1	EA	N/A	Service Awards - Sheriff Court Security		1000	4405	53830		1,586.00	1,586.00
40	1	EA	N/A	Service Awards - Sheriff Crime Lab		1000	4403	53830		215.00	215.00
41	1	EA	N/A	Service Awards - Sheriff Jail Operations		1000	4410	53830		5,876.00	5,876.00
42	1	EA	N/A	Service Awards - Sheriff Law Enforcement Bureau		1000	4415	53830		3,676.00	3,676.00
43	1	EA	N/A	Service Awards - State's Attorney		1000	6500	53830		3,388.00	3,388.00
44	1	EA	N/A	Service Awards - State's Attorney/Childrens Advocacy Center		1000	6510	53830		365.00	365.00
45	1	EA	N/A	Service Awards - Stormwater		1600	3000	53830		977.00	977.00
46	1	EA	N/A	Service Awards - Supervisor of Assessments		1000	1800	53830		614.00	614.00
47	1	EA	N/A	Service Awards - Treasurer		1000	5000	53830		95.00	95.00
48	1	EA	N/A	Service Awards - Workforce Development		5000	2840	53830		444.00	444.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 44,777.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Purchase order to provide Employee Service Awards for anniversary date milestones per RFP 20-136-HR, second of three optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement